

Employment Opportunity



Police Officer

Lateral

**P.O.S.T. Graduates may be considered for appointment
\$6,370 - \$7,385 per month plus excellent benefits**

Continuous Recruitment



*Colma Police Facility
Opened November 2005*

The Position

The mission of the Colma Police Department is to provide professional community-oriented policing. Service delivery is tailored to the unique demands of a community with a small-town atmosphere and a large weekend and evening business population.

Police Officers are assigned to answer calls for the protection of life and property and for the enforcement of State and local laws. Police Officers conduct investigations of crimes and arrest suspects; investigate traffic accidents and enforce traffic laws; present evidence in court and interview complainants.

Initially, Police Officers are assigned to the Department's Field Training Program in which they receive field training from an experienced Police Officer.

Priorities

- ◆ Responds to emergencies to protect life and property.
- ◆ Proactively identifies community issues and helps fashion solutions. Emphasis on community-oriented policing and problem solving approach.
- ◆ Maintains a highly visible presence and provides a high level of service to the community.
- ◆ Patrols assigned areas within the community for the prevention and detection of crime and enforcement of laws and regulations.
- ◆ Addresses traffic safety issues and provides for orderly and safe traffic flow within the community. Identifies causes of problems and develops strategies to reduce traffic-related injuries and property damage.

Ideal Candidate

The Colma Police Department is seeking experienced police officers committed to providing quality service to community residents, businesses, and visitors. Ideal candidates will:

- ◆ Have the ability to make arrests and to comprehend, explain and apply complex issues of the law; drive a motor vehicle under emergency conditions; qualify in the use of firearms on a periodic basis; write accurate and concise reports.
- ◆ Be responsive to all in need regardless of their position in life.
- ◆ Respect the diversity of our community.
- ◆ Be stewards of the resources provided.
- ◆ Solicit public support and involvement in our efforts to promote organizational efficiency without distracting from the overall quality of life in our unique Town.
- ◆ Exercise discretion and have compassion and understanding, treat people equally, and use sound judgment.
- ◆ Support alternative diversion programs for at-risk youth and first time offenders.
- ◆ Maintain cooperative relationships with the public, public officials, other employees, supervisors, and employees of other police and non-police organizations and agencies.

Minimum Qualifications

- ◆ Must be at least 21 years of age at the time of appointment, a U.S. citizen, and possess a valid California driver's license.
- ◆ Must be currently working as a CA Peace Officer and have completed a P.O.S.T.-certified Police Academy; or
- ◆ Graduated from or re-qualified with a P.O.S.T.-certified basic academy within 3 years.

Education: Must have a high school diploma/GED and 60 college semester units, including 30 units in a related field. Applicants may be appointed with at least 30 units with an agreement to complete the remaining units as authorized by the Police Chief.

Physical:

- ◆ Be in excellent physical condition as determined by P.O.S.T. physical requirements.
- ◆ Have normal hearing in both ears without correction.
- ◆ Have 20/20 vision uncorrected/corrected (no more than 20/70 vision uncorrected).
- ◆ Have no serious color vision deficiency.
- ◆ Be free of disabling physical conditions or diseases that interfere with police work.
- ◆ Be emotionally stable and mature.

Knowledge of: Laws, government regulations, police operational procedures, modern management procedures (especially those effective in promoting a positive, healthy work environment), and motor vehicle operations.

Ability to: Make arrests; Read, comprehend, explain and apply complex issues of law derived from code books, computer screens and other printed materials; Drive a motor vehicle under emergency conditions; Hear verbal communications at normal speaking tones via radio and telephone; Verbalize succinctly; Qualify in the use of firearms on a periodic basis; Write accurate, clear, concise, and factual reports; Analyze and prioritize situations and adopt effective courses of action while giving due regard to surrounding hazards and circumstances; Maintain cooperative relationships with other employees, supervisors, public officials, and employees of non-police organizations and agencies, as well as the public being served.

Salary and Benefits

- ◆ Salary range: \$6,370 - \$7,385 per month (Advanced placement with exceptional qualifications)
- ◆ Fully paid Family coverage for Medical and Dental insurance for active employees and retirees; Vision insurance for active employees
- ◆ 3%@50 PERS Retirement
- ◆ Town paid \$50,000 Life insurance for employee
- ◆ \$100 monthly matching Deferred Compensation Program (voluntary)
- ◆ Health Club fees to \$40.00/month
- ◆ Uniform Allowance
- ◆ Educational Reimbursement program and incentive compensation to a maximum of 8%
- ◆ 6% holiday pay in lieu
- ◆ 10-25 days Vacation Leave, based on length of service
- ◆ Sick Leave accrual of 8 hours per month

To Apply

Interested candidates must complete a Town of Colma employment application. Submission of a resume is encouraged; however, the resume will not substitute for a completed application. The most qualified candidates will be invited to participate in the assessment process, which may include a supplemental application, written test, performance test, and oral panel interviews.

Final candidates are subject to background investigation and medical and psychological examinations. Original University/College transcripts will be required.

Mail completed applications to:

**Town of Colma
Human Resources Department
1198 El Camino Real
Colma, CA 94014**

Call (650) 997-8300 to obtain an application packet or to request additional information. Application is available at www.colma.ca.gov (2 pages).

***The Town of Colma is an Equal Opportunity Employer
and as such does not discriminate
on the basis of race, color, sex, religion, ancestry, physical
or mental disability, marital status, sexual orientation,
or national origin in its employment actions, decisions, policies
and practices.***

THE TOWN OF COLMA

The Town of Colma, known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,550 residents - and 1.5 million “souls”. However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm, from brick-paved residential streets and ornamental street lamps, to a restored historical museum and railroad depot located at its 5,500 square foot Community Center. The Police Station is characterized by inlaid arches and a three-story clock tower. Within its 2 square mile boundaries, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a card room. There are two BART stations nearby.